

22 OCT 1971

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MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Response to the DD/P Memorandum on Finance
Records Retention Controversy

1. An analysis of the DDP's memorandum on the Finance records problem leads me to conclude:

A. They have completely "begged" the questions and issues listed in our memorandum of 25 August. We never suggested or implied that the DDP be charged with storage costs.

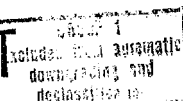
B. We said that if the DDP insists on retaining these records they would be charged to the DDP space allocation [] and that to remain within their allocation they might find it necessary to convert these records to micro-film. If that indeed was their only alternative, they would have to provide manpower and funds to film these records.

C. The DDP's offer to pay to keep these records another two years and to ask CI Staff to conduct a "thorough investigation" infers that CI Staff needs another two years to complete their study; this is ridiculous and is an obvious attempt to "wear us down".

D. A two year "breathing" spell might give CI an opportunity to build a record of extensive references to the collection. As you know, they are now hard-pressed to demonstrate that they have used these old records. Finance says there has been no references within the past two years, and claim there was very little if any reference prior to that (OF can't confirm this because they destroyed their schedules of reference activity over two years old).

2. I am confident you share my concern that the outcome of this case will be a significant indicator on our capability to manage the new policy of allocating space [] We will never find a better case to present to the Executive Director (if it should go that far).

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3. Per your suggestion, I discussed the attached response informally (and off the record) [redacted] Dick's candid comments are:

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A. We might cite more references to show that this subject has been brewing for the past four years (attached is a chronology for your information).

B. An alternative solution for DDP not mentioned in our memo is for DDP to question the validity of the 1,000 foot allocation to DDP and seek Executive Director's approval to release some of our contingency space to accommodate the collection. Dick feels its just a question of when, not if, the matter will be bucked to the Executive Director.

C. He said the manpower needed to microfilm this collection would clearly preclude that avenue as a solution and he was equally confident that the DDP could not identify off-setting reductions.

In sum, Dick agreed that the attached is an appropriate response and indicated that paragraph 3 was particularly important to bring to the DD/P's attention.

4. There is obviously much more that could be said in our reply, but I suggest the attached response be sent for openers. You will note we have not asked for a response, nor have we suggested the two year study by CI is a bit too long. This memo does put the ball back in DDP's court for the time being. The real crunch will come when we actually transfer space allocated to this collection to DDP in March 1972 and as the traffic cop for [redacted] storage policy, decide when and how to notify the Executive Director that DDP is way over their allocation.

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[redacted]
Chief, Support Services Staff

Attachment

DDS/SSS/HEP:rf (22 October 1971)
Distribution: Orig. & 1-Addressee, 1-SSS Subject, 1-SSS Chrono

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